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<div><div>Estelle Darcy Recruitment Specialist Austen Tech 123 Anywhere St, Any City, ST 12345</div><div><div>DEAR MS. DARCY,</div><div>AUGUST 24, 2025</div><div><p>a cover letter allows you to professionally introduce yourself to a prospective employer. your goal in writing your cover letter should be to encourage the employer to read your resume and consider you for a specific position loremut in net quam, idendit laut lacerendebis sitatenimus, serchilliqui alit, niatur otatio volupta volupta tatatur, corem in corendel modita quo quas dolori odis eos ut arum explit odiscia speles molumquia et occulli cipsaerspero volorest quatis illatem dus, ommodit empora velestias et quo dae. nam cuspta tatur, te este ratur ficaectetur quidit</p><p>highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. however, avoid simply repeating the information you included in your resume. tailor your cover letter to each employer and job. since verumenisquas rem quiat. quist reperep udandel iquaectati dolenh ilique volorehenist laborestent porest eos volo que volorro ressitia doluptatum iliquaspel maximus tiatiam fuga. uptia aut ipsapedi inis est officatem. ut acipsapitae diti sum ab illit que porestinum ut exceritat lorem qui agnihicipit auta dolo esto dolent</p><p>Make sure you proofread your cover letter before sending it. There are various online tools that can help you catch minor grammatical or typographical errors. Additionally, make sure your cover letter is easy to read. Use a simple font like the one used here. Avoid walls of text, too. Dividing your letter into paragraphs makes it easy on the eyes and organizes the information you provide. Imo commolescit labori necti dolestempor sequia suntur sunt ratemquiame exere earios aligent. Sitate nonsequas doluptas in natur ad earum ius, si tempelent fugiassit, te rem</p></div><div><div>SINCERELY,</div><div>JOANNE PEAKE</div><div>Graphic Designer</div><div>Joanne Peake</div></div></div></div>		